AGENCY US	E ONLY
Agency Reference #:	Date Received:
Circulated by:	(local govt. or agency)

B1(**)10	Vashington State) PRINT IN BLACK INK. Equirements of RCW 77.55.290 Enhancement JARPA Addition) & Wildlife Area Habitat Biologi	You must submit a corto your local Government st on the same day.
Based on the instructions provided, I am sending copies of this ap	plication to the following: (check a	all that apply)
X Local Government for shoreline: Substantial Development		Exemption Revision
Floodplain Management	X Critical Areas Ordinance	
Washington Department of Fish and Wildlife for HPA (Submi		and Dames's Health
X Corps of Engineers for: X Section 404	Section 10 permit	2
☐ Coast Guard for: ☐ General Bridge Act Permit		on (for non-bridge projects)
For Department of Transportation projects only: This project Ecology/Department of Transportation Water Quality Implem		s of the most current
		otion C (Signature Block) for all
SECTION A - Use for all permits covered by this application pe	. Be sure to ALSO complete Se ermit applications.	ction C (Signature Block) for all
1. APPLICANT		
City of Seattle Department of Parks and Recreation Attn.: Jon Jainga, Parks Planning and Development		
MAILING ADDRESS	<b>J J</b> -	
800 Maynard Avenue S, 3 <sup>rd</sup> floor, Seattle, Washing	ton 98134-1336	
		AX #
(206) 684-7054 jon.jainga@Seattle.Gov		206) 233-3949
If an agent is acting for the applicant during the permit proce for all perm	ss, complete #2. Be sure agent nit applications	signs Section C (Signature Block)
2. AUTHORIZED AGENT		
Sheldon & Associates, Inc. Attn.: Dyanne Sheldon		
MAILING ADDRESS 5031 University Way NE, #204, Seattle, Washingto	on 98105	
WORK PHONE E-MAIL ADDRESS	HOME PHONE	FAX#
(206) 522-1214 ext. 14 dyanne@bogstomper.com	HOWETHONE	206-522-3507
3. Relationship of applicant to property: X OWNER	PURCHASER   LESSEE	consultant
4. Name, address and phone number of property owner(s) if other t	nan applicant:	
There are no other property owners.	• •	

5. Location (street address, including city, county and zip code, where proposed activity exists or will occur)

7400 Sandpoint Way NE, Seattle, King County, Washington 98115

Local government with jurisdiction (city or county) City of Seattle

Waterbody you are working in Wetlands adjacent to Lake Washington					Tributary of <b>Lake Washington</b>		WRIA # <b>08</b>	
Is this waterbody on the 303(d) List** YES ☐ NO x  If YES, what parameter(s)?				S NO X	Shoreline designation			
**For 303d List, http://www.ecy.wa.gov/programs/wq/303d/index.html			Zoning designation	SF 72	200			
1/4 SectionSectionTownshipRangeGovernment Lot225N4E					DNR stream type if known			
Latitude and Longitude: 47.68180 and 122.25655			Tax Parcel Number	0225	04-9001			

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6.	activity on this property? YES NO For any portion of the proposed activity already completed on this property, indicate month and year of completion.  Magnuson Park is a 350-acre park managed by the City of Seattle Department of Parks and Recreation. It is located on a peninsula surrounded by Lake Washington. This park contains historic Naval Air Station structures, athletic fields, a dog off-leash area, playground, parking lots, boat launch, paths, and open habitat areas. A Master Plan for the Park was completed in 2001, and construction of a grassed sports field, Phase I, was completed in fall, 2005. This permit is for Phase 2, an area that currently contains large structures from the Naval Air Station, parking lots, old taxiways (roads), open habitats including wetlands, buried utility infrastructure from the Naval Air Station, and grassed athletic fields. It is proposed to construct 4 athletic fields, the sub-base for a 5 <sup>th</sup> field, and enhance and create upland and wetland habitats within the Phase 2 area.
<u> </u>	Is the property agricultural land?   YES X NO Are you a USDA program participant?  YES X NO
7a.	Describe the proposed work that needs aquatic permits: Complete plans and specifications should be provided for <u>all</u> work waterward of the ordinary high water mark or line, including types of equipment to be used. If applying for a shoreline permit, describe <u>all</u> work within and beyond 200 feet of the ordinary high water mark. If you have provided attached materials to describe your project, you still must summarize the proposed work here. Attach a separate sheet if additional space is needed.
	The Phase 2 proposed action involves: constructing 4 athletic fields and the sub-grade for 1 future field on the western portion of the project area; re-alignment of the cross-park trail and creation of new walking trails; enhancement of upland and wetland habitats, and creation of new wetland habitats. Development of the fields and trails will result in the filling of 6.0 acres of wetland (wetlands were delineated in summer, 2005; the delineation was approved by COE/Ecology/Seattle wetland staff in Nov., 2005. Reference COE file #200500087 for a copy of the wetland delineation report).  No work will be conducted below OHWM or within 200 feet of OHW of any Shoreline of the State, or tributary there-to. The wetlands on-site were determined to be within COE jurisdiction by Suzanne Skadowski and T.J. Stetz in 2003.
	The report, Compensation Plan for Magnuson Park, Phase 2 (2006), contains a thorough summary of the proposed actions, the impacts, mitigating measures to avoid and minimize impacts to wetlands and upland habitats, and a detailed description of the proposed compensatory mitigation. The Biological Evaluation (2006) completed for this project contains a thorough review of the likely implications of the project to listed Federal and State species. Both reports will be provided as supplements to this JARPA application. Below is provided a very brief synopsis of that information. Provided with this JARPA and the BE is a set of half-sized drawings that illustrate the following:  Site vicinity, Master Plan overview, and Phase 2 limits  Wetland delineation completed and approved in 2005  Proposed project overview of athletic fields and habitat configurations  Detailed sheets with proposed grading for fields, trails, and wetland impacts  Detailed sheets with proposed plant communities and future elevations
	It is proposed to construct 4 athletic fields and the sub-grade for one additional field for this project. All the fields for this project will be constructed by filling to raise the fields above existing grades in order to provide positive drainage for the fields and to provide water to the down-gradient wetland

habitats. The area of the playing surface of the field (including 'run-out' zones) and also an estimate of the area of the field footprint (i.e., the extent of filling necessary to create the sub-base on which the playing surface is laid out and associated adjacent improvements) is used. Fields are proposed to be surfaced with natural grass or artificial turf. Some of the fields are proposed to be lit from dusk till 10:00 pm, Monday through Saturday, when the fields are reserved for athletic activities. Lit fields have been placed onsite to minimize impacts to existing low-income housing. All fields are proposed to be surrounded by upland forest (over time) to screen the fields, human use, and eventually the light standards, from adjacent habitats. Lighting technology is intended to be either shielded conventional lighting or full cut-off lighting based on field lighting requirements and a balanced approach to minimizing spill light, glare and sky glow.

Decades of public use of the Park has resulted in a myriad network of informal dirt paths throughout the interior portions of the Park in addition to the formal trail system. Phase 2 will formalize a perimeter trail that links north to south across the interior portion of the site. The trail will be handicap accessible and will provide for overlooks into the interior of the improved habitat zones. Overlooks will be provided on the west side of the habitat zone on a large created berm, and to the Promontory Point wetlands and marshes to the north, with a trail and dead-end node entering from the north.

In Phase 2 configuration of the fields and trails has been revised multiple times to avoid and minimize direct and indirect impacts to wetlands. Direct impacts will fill or severely degrade the hydrology on 6 acres of wetland. It is proposed to create 10.05 acres of new wetland, enhance 4 acres of existing wetland, and enhance nearly 10 acres of upland forest habitat by supplemental planting of native species.

PREPARATION OF DRAWINGS: See sample drawings and guidance for completing the drawings. ONE SET OF ORIGINAL OR GOOD QUALITY REPRODUCIBLE DRAWINGS MUST BE ATTACHED. NOTE: Applicants are encouraged to submit photographs of the project site, but these DO NOT substitute for drawings. THE CORPS OF ENGINEERS AND COAST GUARD REQUIRE DRAWINGS ON 8-1/2 X 11 INCH SHEETS. LARGER DRAWINGS MAY BE REQUIRED BY OTHER AGENCIES.

7b. Describe the purpose of the proposed work and why you want or need to perform it at the site. Please explain any specific needs that have influenced the design.

The City of Seattle Parks and Recreation Department (Seattle DPD) began a very extensive public process in the early-1990's to gather public input on future uses of the former Sand Point Naval Air Station. Early results identified improvement to habitats as a priority; subsequent public processes added the element of creating a variety of athletic fields to the Master Plan. The resulting Sand Point Master Plan identified creation of 11 lighted synthetic and grass turf athletic fields, a natural grass sports meadow, and improvement to wetland and upland habitats. Modifications to the proposed design parameters within the Master Plan were made through various political and environmental review processes during which the total number of fields in the master plan was reduced. The final master plan, as approved by the City Council on June 14<sup>th</sup> 2004 (Council Bill # 114827) contained the sports meadow and up to 9 athletic fields (up to 7 of which may be lighted).

The Master Plan identified multiple phases of work to complete all elements of the plan. Phase 1 was the natural grass sports meadow, which was constructed in 2004-05, completed in fall of '05 to be opened to use in 06. Phase 2 of the Master Plan is designed to be a "stand alone" action within the park. The proposed Phase II development will occur on approximately 95-acres of Magnuson Park. The proposed action involves creating athletic fields, and creating and enhancing wetland and upland habitats. Phase 2 is currently funded including significant funds from the Seattle Pro-Parks Levy with some additional funding sources. At this point in time, no future public funding for subsequent phases of the Park Master Plan have been identified. Therefore, the actions and compensation proposed within this report are considered as one separate and complete project because there is no public funding identified for any future phases of the Master Plan.

A complete SEPA analysis and review process was undertaken for the Master Plan for the Park. The SEPA determination was appealed, as was the issue of not conducting an Alternatives Analysis for the Park. It was determined by the City Hearings Examiner and in an appeal to Superior Court, that Seattle Dept. of Parks and Recreation (DPR) had conducted a thorough analysis of likely impacts of the project,

and that no Alternative Analysis for placement of a suite of athletic fields in other Park locations in the City was warranted. Seattle DPR determined through a lengthy public process that use of the surplused Naval Air Station for multiple uses was the publics' priority. The public process identified athletic field use at Magnuson Park as one of its top priorities; DPR proceeded to then design such use with a minimum of adverse impacts to wetland and existing upland habitats.

Existing infrastructure on the site, remaining from the Naval Air Station, will be used for parking and roads, precluding the necessity of new construction of impervious surfaces. Existing large derelict structures (e.g., the Commissary) will be demolished and parts of the footprint area restored to wetland in the location of the historic Mud Lake.

7c. Describe the potential impacts to characteristic uses of the water body. These uses may include fish and aquatic life, water quality, water supply, recreation and aesthetics. Identify proposed actions to avoid, minimize, and mitigate detrimental impacts and provide proper protection of fish and aquatic life. Identify which guidance documents you have used. Attach a separate sheet if additional space is needed.

Phase II actions in the Park will directly impact 6 acres of wetlands through filling or severe changes to wetland hydroperiod. The wetlands to be impacted are Category III (Ecology) wetlands with one Category IV. They are generally closed depressions, formed on the compacted sub-soil of the former airfield (e.g. on soils left after airfield demolition). All woody vegetation on the site has established since the 1972 decommissioning of the airfield. The wetlands or portions there-of, to be impacted are generally PEM wet grasslands with some thickets of native (spirea) and non-native (Himalayan blackberry and hawthorne) shrubs. To the extent feasible, stands of native black cottonwood trees and saplings have been avoided. In existing conditions sheet flow and surface run-off from internal roads and parking lots drain into remnant stormwater conveyance structures and discharge untreated into Lake Washington.

Functional assessments, using the Western Washington functional assessment method (Ecology) have been conducted and the results are provided in the Compensation Plan. The flat, closed outlet, grassed wetlands provide good water quality improvement for sheet flow and precipitation; they provide low to moderate habitat for wildlife (some amphibian breeding is documented to occur in one wetland on site), and they provide no groundwater recharge (soils are nearly impenetrable and the proximity to Lake Washington precludes it).

It is proposed to remove over 12 acres of existing pavement and impervious surfaces within the Phase 2 project area. It is also proposed to daylight an existing storm drain that crosses the site, and after pre-treating the stormwater, run it through nearly 1,000 feet of created or enhanced wetland prior to discharging it to Lake Washington. In addition, sheet flow from 65<sup>th</sup> Street is currently collected in a storm drain system and discharged untreated to the Lake. It is proposed to be collected, pre-treated, and then input into hundreds of feet of vegetated created and enhanced wetland prior to discharge to the Lake. These actions will result in an improvement over existing conditions for water quality from the site.

Wildlife habitat functions will be greatly increased on the site by increased duration and depths of many wetland hydroperiods; increased plant richness by installation of a wide variety of native emergent, shrub, and sapling tree species; increase in physical structural complexity by placement of large woody debris (e.g., black cottonwood logs), brush piles throughout the habitat zones and placement of rock pile for reptiles and prey refuge throughout the site; and decrease in non-native invasive vegetation presence throughout the project area. An increase in wetland community types, improvement in upland habitat species richness and physical complexity will improve wildlife function on the site over time as forests develop in zones currently dominated by native and non-native grasses.

Impacts from operation of Phase 2 (e.g., the lighted athletic fields) are not known. Research conducted during preparation of the EIS documents did not allow a conclusion of impact (or of no impact) based on the lack of research on lighting impacts from *athletic fields*. Available research on lighting/wildlife

interactions is based on street lights (on all night long), lit towers (flashing lights), and/or tall buildings (glassed structures that involve collisions). The EIS determined that no impact effect determination could be made based on the current data.

Efforts to avoid wetland impacts involved concentrating the athletic fields on higher ground within the western half of the site. Wherever possible, the athletic fields and paved surfaces were placed on existing upland areas and impacts to forest stands were avoided. Field configurations were shifted and/or rotated based on field assessments after the delineation to avoid direct impacts to wetlands or to save particular stands of trees that the citizens' advisory committee had identified as priority for saving.

The proposed action will impact 6.00 acres of wetlands due to filling and changes in hydrology, (see Table 1).

Table 1. Summary of wetland impacts from Magnuson Park Phase 2 development.

Wetland	Square foot	Acre	Type of Impact
B1	49,020	1.13	Filling for baseball field and stormwater conveyance feature
B2	14,200	0.33	Filling for baseball field
В3	20,952	0.48	Filling for baseball field
B4	1,008	0.02	Filling for baseball field
C1	14,972	0.34	Filling for baseball field
D1	2,649	0.06	Filling for rugby field
E1	98,151	2.25	Filling for soccer, rugby, and baseball fields
E2	18,975	0.44	Filling for rugby field
M2	5,301	0.12	Filling for viewing platform
M5	2,546	0.06	Filling for stormwater conveyance feature
M6	6,966	0.16	Filling for stormwater conveyance feature
Ditch 4B	1,399	0.03	Filling for stormwater conveyance feature
Sub Total	236,139	5.42	
Polygon B	6,098	0.14	Filling for baseball fields based on statistical approach*
Polygon E	14,157	0.33	Filling for athletic fields based on statistical approach*
Polygon M	4,966	0.11	Filling for stormwater conveyance based on statistical approach*
Total	261,360	6.00	

<sup>\*</sup> see the Magnuson Wetland Delineation Report (2005) for an explanation of the "statistical approach"

To compensate for unavoidable impacts wetlands will be created and/or enhanced. Approximately 4 acres of wetland habitat will be enhanced by changing hydroperiods for longer duration and deeper inundation, by invasive species removal, and by increasing species richness through supplemental planting of native species. Approximately 10.05 acres of wetland habitat will be created including open-water, aquatic bed, emergent, scrub/shrub, and forested classes.

See the two summary tables below:

Wetland	Enhancement			
wenanu	Square foot	Acres		
B1	21,744	0.50		
B4	10,686	0.25		
E1	50,560	1.16		
E2	11,591	0.27		
M1	14,336	0.33		
M2	13,469	0.31		
M5	14,744	0.34		
M6	34,678	0.80		
Total	174,753	4.01		

Creation				
	Square foot	Acres		
Poly B	47,977	1.10		
	43,064	0.99		
Poly E	9,191	0.21		
	2,247	0.05		
Poly M	13,469	0.31		
	294,576	6.76		
	15,930	0.37		
	11,129	0.26		
Total	437,583	10.05		

It is proposed to utilize Ecology's replacement ratios for illustrating the quantified ratio of compensation. The Compensation Report provides a thorough discussion of the anticipated changes in functions that will be provided in proposed conditions compared to existing conditions on the site. The compensation ratio for Enhancement and Creation summaries are provided below:

Wetland	Enhancement	Area of Compensation Provided		
	Acres	Ratio	Acres	
B1	0.50	4:1	0.12	
B4	0.25	4:1	0.06	
E1	1.16	4:1	0.29	
E2	0.27	4:1	0.07	
M1	0.33	4:1	0.08	
M2	0.31	4:1	0.08	
M5	0.34	4:1	0.08	
M6	0.80	4:1	0.20	
Total	4.01		1.00	

	Creation	Area of Compensation Provided	
	Acres	Ratio	Acres
Polygon B	1.10	2:1	0.55
Folygon B	0.99	2:1	0.49
Polygon E	0.21	2:1	0.11
1 orygon E	0.05	2:1	0.03
	0.31	2:1	0.15
Polygon M	6.76	2:1	3.38
	0.37	2:1	0.18
	0.26	2:1	0.13
Total	10.05		5.02

7d.	For in water construction work, will your project be in compliance with the State of Washington water quality standards for turbidity WAC 173.201A-110? X YES NO (See USEFUL DEFINITIONS AND INSTRUCTIONS)
8.	Will the project be constructed in stages? YES ☐ NO 🗵
	Proposed starting date: June, 2006
	Estimated duration of activity: September, 2007
9.	Check if any temporary or permanent structures will be placed:  Waterward of the ordinary high water mark or line for fresh or tidal waters AND/OR  Waterward of the mean higher high water for tidal waters?
10.	Will fill material (rock, fill, bulkhead, or other material) be placed: NO  Waterward of the ordinary high water mark or line for fresh waters?  If YES, VOLUME (cubic yards) / AREA (acres)  Waterward of the mean higher high water for tidal waters?  If YES, VOLUME (cubic yards) / AREA (acres)

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16. Has any agency denied approval for the a	activity you're applying for o	i ioi ariy activit	y unechy related to the	activity described	nerein?	
	City of Seattle	r for any setting	u directly related to the	ootivity docariba-	horoina	
Grading and Drainage Permit  Construction Permit	Grading and Drainage Permit City of Seattle					
Demolition Permit						
Building Permit	City of Seattle	2500818	1/25/06			
Master Use Permit (MUP)	City of Seattle	NO.	1/25/01			
15. List other Applications, approvals or certi or other activities described in the applica federal energy regulatory commission lice completed and indicate all existing work of	fications from other federal, ation (i.e. preliminary plat ap ense (FERC), Forest practic on drawings. NOTE: For us	state or local a proval, health of es application, e with Corps N	gencies for any structu district approval, buildir etc.). Also, indicate w	res, construction on ng permit, SEPA re hether work has be	eview, een	
14. Has the State Environmental Policy Act ( SEPA Lead Agency: <u>City of Seattle D</u> SEPA Decision: DNS, MDNS, EIS, Adop SUBMIT A COPY OF YOUR SEPA DECI	Department of Parks a otion, Exemption Decis	nd Recreati	on of comment period) <b>El</b>	• •	2003	
disposed of in a legally establish  D. Method of dredging: Typical heav	y grading equipment	. No drag lir	nes or other mear			
C. Disposal site for excavated material: for proposed athletic fields will	be used for that purp	ose. All othe	er materials will b	e removed an		
A. Volume: 9,000 (cubic yards) /area     B. Composition of material to be removed.      Disposal site for everyated material:	d: Sandy clay and co	ncrete rubb		o for using as	cub bass	
13. Will excavation or dredging be required in If YES:	_	YES	NO			
If <b>YES</b> – Which manual will your project build <b>NO</b> – For clean water act Section 401 application, documentation that demonstrated standards, WAC 173.201(A)	and 404 permits only – Pleas	se submit to Ed	cology for approval, alo	ng with this JARP		
12. Stormwater Compliance for Nationwide F stormwater manual, or an Ecology a	pproved local stormwater m	anual. x	res No			
NOTE: A 401 water quality certification will be required from or b) tidal wetlands or wetlands adjacent to tidal water	n Ecology in addition to an approved mer. Please submit the JARPA form an	nitigation plan if your ad mitigation plan to I	project impacts wetlands that a	re: a) greater than ½ acertification if a) or b) appli		
NOTE: If your project will impact greater than ½ of an acre		•				
G. WILL PROPOSED ACTIVITY CAUS Impacts will be caused primarily				□ NO hydroperiod.		
<ul> <li>F. List all soil series (type of soil) located can be obtained from the natural Resorbits area was not mapped by the as the Urban soil series and it contains the contains area.</li> </ul>	d at the project site, and indi ources Conservation Service ne NRCS because of its onsists of compacted t	icate if they are e (NRCS). s use as the fill, concrete	on the county's list of Naval Air Station rubble, and sand	hydric soils. Soils ; it would be n ly clay.		
prior to contractor acceptance.  E. Material source: Various to be id			•		materiai.	
D. Type and composition of fill material (	•	-				
Compensation Report for Magnuson Park will be submitted by January 27, 2006.						
B. Has a delineation been completed? <b>If YES</b> , please submit with application.  C. Has a wetland report been prepared? <b>If YES</b> , please submit with application  X YES NO  NO						
<ul><li>11. Will material be placed in wetlands?</li><li>If YES:</li><li>A. Impacted area in acres: 6.00</li></ul>	X YES  NO					

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## SECTION B - Use for Shoreline and Corps of Engineers permits only:

17a. Total cost of project. This me	ans the fair market value of the project, including materials, labor, machine fer	ntais, etc.
\$9.5 million dollars for	construction	
	project receives funding from a federal agency, that agency is responsible for unds and what federal agency is providing those funds. See instructions for in	
FEDERAL FUNDING   YES	x NO If YES, please list the federal agency.	
18. Local government with jurisdict	ion: City of Seattle	
1	NR permits, provide names, addresses and telephone numbers of adjoining pranagement Compliance may require additional notice – consult your local gov	
NAME	ADDRESS	PHONE NUMBER
	See attached list (4 pages)	

SECTION C - This section MUST be completed for any permit covered by this application	
20. Application is hereby made for a permit or permits to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the agencies to which this application is made, the right to enter the above-described location to inspect the proposed, in-progress or completed work. I agree to start work ONLY after all necessary permits have been received.	
	DATE
CIONATURE OF ARRIVOANT	!
SIGNATURE OF APPLICANT	
	DATE
SIGNATURE OF AUTHORIZED AGENT	
I HEREBY DESIGNATETO ACT AS MY AGENT IN MATTERS RELATED TO THIS APPLICATION FOR PERMIT(S). I UNDERSTAND THAT IF A FEDERAL PERMIT IS ISSUED, I MUST SIGN THE PERMIT.	
SIGNATURE OF APPLICANT D	DATE
SIGNATURE OF LANDOWNER (EXCEPT PUBLIC ENTITY LANDOWNERS, E.G. DNR)	
THIS APPLICATION <u>MUST</u> BE SIGNED BY THE APPLICANT AND THE AGENT, IF AN AUTHORIZED AGENT IS DESIGNATED.	

18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

## **COMPLETED BY LOCAL OFFICIAL**

- A. Nature of the existing shoreline. (Describe type of shoreline, such as marine, stream, lake, lagoon, marsh, bog, swamp, flood plain, floodway, delta; type of beach, such as accretion, erosion, high bank, low bank, or dike; material such as sand, gravel, mud, clay, rock, riprap; and extent and type of bulkheading, if any)
- B. In the event that any of the proposed buildings or structures will exceed a height of thirty-five feet above the average grade level, indicate the approximate location of and number of residential units, existing and potential, that will have an obstructed view:
- C. If the application involves a conditional use or variance, set forth in full that portion of the master program which provides that the proposed use may be a conditional use, or, in the case of a variance, from which the variance is being sought:

These Agencies are Equal Opportunity and Affirmative Action employers.

For special accommodation needs, please contact the appropriate agency in the instructions

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